

TABLE 6  
MCM 6 PROGRAMS - POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation							
6.1	City-Owned or Operated Facilities Storm Water Maintenance Plan	4.2.6	MS4 Personnel	All pollutants	Prepare and maintain a storm water maintenance plan for city-owned facilities	1) Develop an inventory of city-owned or operated facilities	3/11/2015 (Complete)	The City will prepare an overall City-Owned or Operated Storm Water Maintenance Plan for all of the city-owned facilities. This plan will include an inventory of all facilities, identification of "high priority" facilities, and site-specific Storm Water Maintenance Plans for the "high priority" facilities. The Maintenance Plan will also include copies of spill prevention plans and inventory of floor drains and storm drains on the property. SOPs/BMPs developed for the specific facilities will also be included as part of the plan. Note that a maintenance plan of the storm water system is not included as part of this plan but is part of Program 6.2.	A City-Owned or Operated Storm Water Maintenance Plan will help standardize how it maintains its facilities and to keep order between all departments.	Storm Water Quality Coordinator	Inventory developed and high-priority facilities identified	City-Owned or Operated Facilities and High-Priority Facilities (Storm Water - SWMP Webpage)							
		4.2.6.1				4.2.6.2	4.2.6.3						4.2.6.4						
		4.2.6.4.1				4.2.6.4.2	4.2.6.4.3				4.2.6.4.4	4.2.6.4.5	4.2.6.4.7	4.2.6.6	4.2.6.6.1	4.2.6.6.2	4.2.6.6.3	Storm water maintenance plans developed and implemented for high-priority facilities	High-Priority Facility Storm Water Maintenance Plans (Storm Water - SWMP Webpage)
																		Updated Spill Prevention and Response Plan	Spill Prevention and Response Plan (Storm Water - SWMP Webpage)
																		Inventory of floor drains and storm drains for city-owned or operated facilities	Inventory of Floor Drains and Storm Drains on City-Owned Facility Properties (GIS Database)
																		Facility inspection SOPs developed and implemented for high-priority facilities	Facility Inspection SOPs (Storm Water - SWMP Webpage)
																		City-Owned Facilities Storm Water Maintenance Plan updated	City-Owned Facilities Storm Water Maintenance Plan (Storm Water - SWMP Webpage)

TABLE 6 CONTINUED  
MCM 6 PROGRAMS - POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
6.2	Storm Water System Maintenance Plan	4.2.6 4.2.6.1 4.2.6.4.6	MS4 Personnel	All pollutants	Prepare and maintain a maintenance plan for the storm water system	1) Assess inventory of storm water system facilities and prioritize maintenance of system facilities	6/1/2015 (Ongoing)	The City will prepare a Storm Water System Maintenance Plan which will include a prioritized schedule for inspection, cleaning, and repair of storm water system facilities.	A Storm Water System Maintenance Plan will help organize inspection, cleaning, and maintenance efforts and will help standardize operating procedures for completing these efforts.	Storm Water Quality Coordinator	Inventory assessed and maintenance prioritized	Inventory Assessed (GIS Database and Cityworks)
						2) Prepare schedule for inspection, cleaning, and repair of storm water system facilities	6/1/2015 (Ongoing)				Schedule prepared for maintenance of storm water system facilities	Storm Water System Maintenance Plan Schedule (Storm Water - SWMP Webpage)
						3) Maintain record of inspection, cleaning, and repair of storm water system facilities	Ongoing				Record maintained for maintenance of storm water system facilities	Storm Water System Maintenance Records (Cityworks)
						4) Maintain updated storm water system maintenance plan					Storm Water System Maintenance Plan updated	Storm Water System Maintenance Plan (Storm Water - SWMP Webpage)
6.3	Standard Operating Procedures for Construction and Maintenance	4.2.5.5 4.2.6 4.2.6.4 4.2.6.4.1 4.2.6.4.2 4.2.6.4.3 4.2.6.4.4 4.2.6.4.5 4.2.6.4.6	MS4 Personnel	All pollutants	Prepare SOPs for construction, inspection, and maintenance that affect storm water quality	1) Develop and implement SOPs for maintenance of the storm water system performed by City personnel	6/1/2015 (Ongoing)	SOPs define the standard operation procedures for City operations that will help minimize and reduce pollutants to the storm water system and receiving waters. SOPs will be developed for use by City staff for inspecting, cleaning, and repairing the storm water system as well as for general construction and maintenance performed by City personnel. Storm Water Quality Coordinator will work with Departments regularly to review and update the SOPs.	SOPs are an effective way to establish written procedures to reduce pollutants that are a result of City operations. It also facilitates a simple system to demonstrate staff is aware and trained on how to reduce their impact on water quality.	Storm Water Quality Coordinator	SOPs developed and implemented	SOPs for Construction and Maintenance (Storm Water - SWMP Webpage)
						2) Develop and implement SOPs for general construction and maintenance performed by City personnel	6/15/2015 (Ongoing)					

TABLE 6 CONTINUED  
MCM 6 PROGRAMS - POLLUTION PREVENTION AND GOOD HOUSEKEEPING FOR MUNICIPAL OPERATIONS

ID	Program	Permit Part	Audience	Target Pollutant	Objective	Measurable Goal	Milestone Date	Description	Reasons for Selection	Person Responsible	Measure of Success	Documentation
6.4	Flood Management Structural Controls	4.2.6.7 4.2.6.7.1	MS4 Personnel	All pollutants	Assess water quality impacts in design of new structures and review existing structures to improve water quality	1) Develop and implement a Water Quality Consideration SOP	5/15/2015 (Ongoing)	The Water Quality Consideration SOP will provide guidance for assessing the water quality impacts in the design of all new flood management structural controls.	The permit requires that a process be developed to assess the water quality impacts in the design of all new flood management structural controls.	Program Manager	SOP developed and implemented	Water Quality Consideration SOP (Storm Water - SWMP Webpage)
						2) Track City projects where water quality was considered	Ongoing				Keep record of City projects where water quality was considered	City Projects where Water Quality was Considered (Cityworks)
					Assess water quality impacts in design of new structures and review existing structures to improve water quality	3) Develop and implement a Retrofit Existing Infrastructure SOP	5/15/2015 (Ongoing)	1) The Retrofit Existing Infrastructure SOP will provide a plan/guidance to assess existing infrastructure, identify developed sites that are adversely impacting water quality, assess existing flood management structural controls to determine whether changes or additions should be made, and identify potential retrofit needs (See Program 5.4).	The permit requires that a plan be developed to retrofit existing developed sites that are adversely impacting water quality.		SOP developed and implemented	Retrofit Existing Infrastructure SOP (Storm Water - SWMP Webpage)
						4) Track existing infrastructure that is retrofitted	Ongoing				Keep record of infrastructure that is retrofitted	Retrofitted Infrastructure (Cityworks)